



Third Party Providers: Filing a Highway Use Fee Return on myconneCT

returns and filing options, login with your Connecticut Registration Number.

- > New Business/Need a CT Registration Number?
- > Make a Bill Payment
- > Apply/Renew Tax Exemption Form
- > File Returns/Extension

- > Make a Bill Payment, Estimated Payment, or Return Payment
- > File Returns/Taxes
- > File an Extension
- > Where's my Refund?
- > 1099-G Search
- > Upload Earned Income Tax Credit (EITC) Documents
- > File your Earned Income Tax Credit (EITC) Protest
- > View Tax Calculators

- > Taxpayer Service Center Homepage (TSC)
- > myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing
- > EITC Information





The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

- > File your Earned Income tax Credit (EITC) Protest
- > View Tax Calculators





To log in, enter your **myconneCT** username and password in the *Username* and *Password* fields. Click the **Log In** button.



The login form is a dark grey box with a red border. It contains the following elements: a text input field with the placeholder 'JoePerson', a password input field with masked dots and an eye icon, a green 'Log in' button, a link 'Forgot Username or Password?', a link 'Logging in for the first time?', and a link 'Create a Username'.



Businesses

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

- > [New Business/Need a CT Registration Number?](#)
- > [Make a Bill Payment](#)
- > [Apply/Renew Tax Exemption Form](#)
- > [File Returns/Extension](#)



Individuals

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing transactions.

- > [Make a Bill Payment, Estimated Payment, or Return Payment](#)
- > [File Returns/Taxes](#)
- > [File an Extension](#)
- > [Where's my Refund?](#)
- > [What's My 1099-G Amount?](#)
- > [Upload Earned Income Tax Credit \(EITC\) Documents](#)
- > [File your Earned Income Tax Credit \(EITC\) Protest](#)
- > [View Tax Calculators](#)



Additional Resources

Shortcuts to other DRS resources

- > [Taxpayer Service Center Homepage \(TSC\)](#)
- > [myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing](#)
- > [EITC Information](#)





CT MOVING, LLC

101807029000
800 MAIN ST
EAST HARTFORD CT 06108-3141

Welcome, JOE PERSON

You last logged in on Tuesday, Feb 28, 2023 11:11:37 AM

[Manage My Profile](#)

[Accountant Center](#)

[Summary](#) [Action Center ²](#) [Settings](#) [More...](#)

Filter

Highway Use Fee

CT MOVING, LLC
800 MAIN ST
EAST HARTFORD CT 06108-3141
[Action Center Items ²](#)

Return Period Ending On 31-Jan-2023

Monthly Filer

Due

28-Feb-2023

[File Now](#)

Account

Account ID: 0108975964

CT Registration No: 101807029000

Balance

\$0.00

[View/File Returns and View Period Detail](#)

[Make a Payment](#)

Once you've logged in to myconneCT, the Summary page is displayed. It will include access to any Highway Use Fee accounts that have been successfully requested. Click the **File Now** hyperlink.

Note: If access to an account has not been requested, the only tab available will be the **More...** tab.



There are two ways to add vehicle records. You can manually add vehicle records or import them using a CSV (comma-separated values) file.

To add a vehicle record manually, click the **+ Add a Vehicle** hyperlink.



Schedule 1

For form instructions, please click [here](#).

Schedule 1 - Highway Use Fee

Add your vehicle and trip records to the table below. To add a record, click the '**Add a Vehicle**' link below and enter the vehicle information. If you are reporting multiple trips for the same vehicle but at a different weight, you can copy an existing vehicle record to bring over the VIN and License information, but you will need to enter the correct mileage information.

If you are importing your schedule 1 from a .csv file, click the button below then select the file that you will be importing. Only file types with a .csv extension are accepted, any other file types will be rejected.

If there is no mileage or weight to report for this month, please click the next button and complete a no activity return.

Import Schedule 1

Monthly Activity by Vehicle

	VIN	Gross Vehicle Weight (LBS) in CT	Connecticut Miles associated with Weight	Tax Rate per Mile	CT Highway Use Fee
--	-----	----------------------------------	--	-------------------	--------------------

[+ Add a Vehicle](#)

[+ Add a Vehicle](#)

Cancel

Save Draft



< Previous

Next >

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$0.00

Balance Due

28-Feb-2023

Due Date

Highway Use Fee

Schedule 1

ⓘ ×

Vehicle Information

VIN

2C3CA4CG9BH68826

License Plate

BCCK56

Country

USA

State

COLORADO

Mileage and Vehicle Weight

Total Miles Everywhere

10,000

Gross Vehicle Weight (LBS) in CT

45,000

Connecticut Miles associated with Weight

600

Tax Rate per Mile

0.0510

CT Highway Use Fee

30.60

Cancel

Add

Provide the required Vehicle and Mileage and Vehicle Weight information. The Connecticut Highway Use Fee amount is calculated for you. To finalize the record, click **Add**.



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$30.60

Balance Due

28-Feb-2023

Due Date

You can see the record has been added to the Monthly Activity by Vehicle table. Repeat the previous steps until all vehicles have been added to the table.

For form instructions, please click [here](#).

Schedule 1 - Highway Use Fee

Add your vehicle and trip records to the table below. To add a record, click the '**Add a Vehicle**' link below and enter the vehicle information. If you are reporting multiple trips for the same vehicle but at a different weight, you can copy an existing vehicle record to bring over the VIN and License information, but you will need to enter the correct mileage information.

If you are importing your schedule 1 from a .csv file, click the button below then select the file that you will be importing. Only file types with a .csv extension are accepted, any other file types will be rejected.

If there is no mileage or weight to report for this month, please click the next button and complete a no activity return.

Import Schedule 1

Monthly Activity by Vehicle

	VIN	Gross Vehicle Weight (LBS) in CT	Connecticut Miles associated with Weight	Tax Rate per Mile	CT Highway Use Fee
	2C3CA4CG9BH568826	45,000	600	0.0510	30.60

+ Add a Vehicle

Cancel

Save Draft

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< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$30.60

Balance Due

28-Feb-2023

Due Date

To import vehicle records using a CSV file, click the **Import Schedule 1** button.

For form instructions, please click [here](#).

Schedule 1 - Highway Use Fee




Add your vehicle and trip records to the table below. To add a record, click the '**Add a Vehicle**' link below and enter the vehicle information. If you are reporting multiple trips for the same vehicle but at a different weight, you can copy an existing vehicle record to bring over the VIN and License information, but you will need to enter the correct mileage information.

If you are importing your schedule 1 from a .csv file, click the button below then select the file that you will be importing. Only file types with a .csv extension are accepted, any other file types will be rejected.

If there is no mileage or weight to report for this month, please click the next button and complete a no activity return.

Import Schedule 1

Monthly Activity by Vehicle

	VIN	Gross Vehicle Weight (LBS) in CT	Connecticut Miles associated with Weight	Tax Rate per Mile	CT Highway Use Fee
  	2C3CA4CG9BH568826	45,000	600	0.0510	30.60

+ Add a Vehicle

Cancel

Save Draft

< Previous

Next >



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$30.60

Balance Due

28-Feb-2023

Due Date

Highway Use Fee



Schedule 1

For form instructions, please click [here](#).

Schedule 1 - Highway Use Fee

Add your vehicle and trip records to the table below. To add a record, click [Add New Record](#). If you are reporting multiple trips for the same vehicle but at a different weight, you can copy an existing vehicle record to bring over the VIN and License information, but you will need to enter the correct mileage information.

If you are importing your schedule 1 from a .csv file, click the button below then select the file that you will be importing. Only file types with a .csv extension are accepted, any other file types will be rejected.

If there is no mileage or weight to report for this month, please click the next button and complete a no activity return.

Select a file to import:



CTMovingLLC_CSV_Example.csv

Cancel

OK

Click **Browse** and select the file from your computer. Once the file has been added, click **OK**.

Note: If the file is incorrectly formatted, you will receive an error message.

+ Add a Vehicle

Cancel

Save Draft



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Next >



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$207.70

Balance Due

28-Feb-2023

Due Date

Highway Use Fee

The vehicle records from the imported file are displayed and the balance due at the top of the page has been updated to reflect the fee amount. Click **Next**.

Schedule 1 - Highway Use Fee

Add your vehicle and trip records to the table below. To add a record, click the '**Add a Vehicle**' link below and enter the vehicle information. If you are reporting multiple trips for the same vehicle but at a different weight, you can copy an existing vehicle record to bring over the VIN and License information, but you will need to enter the correct mileage information.

If you are importing your schedule 1 from a .csv file, click the button below then select the file that you will be importing. Only file types with a .csv extension are accepted, any other file types will be rejected.

If there is no mileage or weight to report for this month, please click the next button and complete a no activity return.

Import Schedule 1

Monthly Activity by Vehicle

	VIN	Gross Vehicle Weight (LBS) in CT	Connecticut Miles associated with Weight	Tax Rate per Mile	CT Highway Use Fee
	1z234f5679x3	45,000	100	0.0510	5.10
	1z234f5679x3	28,500	100	0.0279	2.79

Cancel

Save Draft

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Next >



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$207.70

Balance Due

28-Feb-2023

Due Date

Highway Use Fee



Review the Return Line Items. To make changes to Schedule 1, click the **Previous** button.
If the summary is accurate, click **Next**.

Return Line Items

1.	Total taxable miles traveled in Connecticut for the month by all vehicles	3,698
2.	Highway use Fee due	207.70
3.	Estimated Penalty	0.00
4.	Estimated Interest	0.00
	Payments made this period	0.00
5.	Total amount due	207.70

Cancel

Save Draft

< Previous

Next >



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

\$207.70

Balance Due

28-Feb-2023

Due Date

If there is a balance due, you will be prompted to make a payment before submitting the return. You can pay with ACH Debit/Direct Payment or Credit Card, or you can Pay After Filing. Select the payment method and click **Next**.

Select Payment Method



ACH Debit/Direct Payment

Select this option to make a payment with this return. The direct payment option allows you to transfer funds by authorizing the Department of Revenue Services and its designated Financial Agents to electronically debit your bank account for the amount of your tax payment.



Credit Card

Make a credit card payment at the ACI Payments, Inc. website. ****Credit Card payments are subject to a convenience fee.** Credit cards accepted include American Express, Discover, MasterCard, and Visa. After your return has been submitted, you will be provided with a button to link to ACI Payments, Inc. to 'Make a Credit Card Payment'

****A convenience fee will be charged by the credit card service provider. The convenience fee is generally 2.35% of the payment amount, with a minimum charge of \$3.95. You will be informed of the amount of the fee and may elect to cancel the transaction. At the end of the transaction, you will be given a confirmation number for your records.**

The estimated convenience fee that will be charged is \$4.88



ACH Credit/Pay After Filing

Selecting this payment option **does not** automatically initiate your payment. The confirmation number you will receive with this return only acknowledges the filing of the return. You **must** initiate a payment separate to this filing.

Only those taxpayers who are currently registered for and who already pay by ACH credit may use this option.

Cancel

Save Draft

< Previous

Next >



< CT MOVING, LLC

Highway Use Fee

31-Jan-2023

Highway Use Fee

101807029000

CT MOVING, LLC

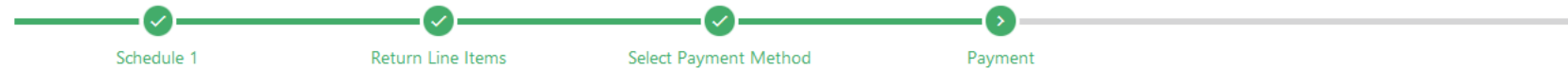
\$207.70

Balance Due

28-Feb-2023

Due Date

Highway Use Fee



If the funds for this payment come from an account outside the United States, choose 'IAT Direct Payment' as the payment channel type.

Debit Block Codes:

A debit block is when you have notified your bank or financial institution to reject all debit requests against your account unless you have provided a specific "debit block code". For more information and a listing of debit block codes, [click here](#)

Payment Channel

Type *

Required



Payment

Payment Type

Return/Period Payment



Pays off debt for a specific return or period

Payment Date

28-Feb-2023



Select Payment Amount

☒ \$207.70 - Current Balance

☐ Other Amount

In the Payment Channel section, select the Payment Channel type.



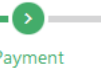
Schedule 1



Return Line Items



Select Payment Method



Payment

Enter all required bank information. In the Payment section, confirm the payment amount.
Once you have entered all payment information, click the **Next** button.

Payment Channel

Type

Direct Payment 

Bank Account Type

☒ Checking☐ Savings

Routing Number

271189310

Bank Name

COOPERATIVE CHOICE NETWORK CU

Account Number

5432154

Confirm Account Number


5432154

Save this payment channel for future use

☒ No☐ Yes


Payment

Payment Type

Return/Period Payment 

Pays off debt for a specific return or period

Payment Date

28-Feb-2023 

Select Payment Amount

☒ \$207.70 - Current Balance☐ Other Amount

Amount

207.70

Confirm Amount

207.70

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Highway Use Fee

31-Jan-2023
Highway Use Fee
101807029000
CT MOVING, LLC

\$207.70

Balance Due

28-Feb-2023

Due Date

Enter the taxpayer signature (name) and click **Submit**.

Paid Tax Preparer

I am a Paid Tax Preparer ☒

Terms and Conditions

I authorize (1) the Connecticut Department of Revenue Services and its designated Financial Agents to initiate a Direct Payment (automatic withdrawal) from the financial institution account designated in this transaction for payment of my Connecticut taxes, and (2) my financial institution to debit the entry to my account.

The amount of the Direct Payment will be: \$207.70 and will be initiated on 28-Feb-2023

I understand that if the Connecticut Department of Revenue Services does not receive full and timely payment of my tax liability, I will remain liable for the tax liability and all applicable interest, penalty and return item charges. **Note:** In some instances, your account will be debited on the next business banking day.

Declaration of Paid Tax Preparer

I declare under penalty of law that I have prepared this return for the taxpayer(s), that the taxpayer(s) has (have) examined this return, that the taxpayer(s) has (have) acknowledged that it is his or her (or their) return, and that I have been authorized by the taxpayer(s) to file this return on his or her (or their) behalf. I declare under penalty of law that I have examined this return and accompanying schedules and statements and, to the best of my knowledge and belief, they are true, correct, and complete. This declaration is based on all information of which I have any knowledge.

Once you have agreed that all the information is correct, select "Submit" below to complete this filing. Upon successful filing, you will receive a confirmation number and the option to print a copy of this filing information.

Sign Here

Paid Tax Preparer's
Signature (Name) Joe Person

Date 28-Feb-2023

Cancel

Save Draft

< Previous

Submit



< CT MOVING, LLC

Confirmation

Your return has been submitted to the Connecticut Department of Revenue Services. The return will be posted to your account after your submission is processed. Your confirmation number is:
0-000-009-694.

Filing Details:

Date Submitted: 2/28/2023
Customer Name: CT MOVING, LLC
Tax Type: Highway Use Fee
Form Type: Highway Use Fee Return
Period End: 1/31/2023
Payment Type: ACH Debit/Direct Payment
Amount of Payment: \$207.70
Payment Date: 2/28/2023

If you are no longer subject to the Highway Use Fee, in Connecticut; please go to the "More..." tab and then "Taxpayer Updates" to close your Highway Use Fee.

Please note: You are responsible to file/pay all returns for any tax type(s) you are closing through the end of the close date.

OOPS? If you want to make a change, it is not too late. While a return is still pending, you can return to your account, view your submission, and edit as necessary.

Printable View

OK

Upon successful submission of your return and payment, if applicable, you will be directed to a Confirmation page.

You may click the **Printable View** button to view and print a copy of the return for your records. Do not mail copies of your return to DRS. This could result in delayed processing of your return.



[Click here](#) for more tutorials!

- > [Apply/Renew Tax Exemption Form](#)
- > [File Returns/Extension](#)

- > [File an Extension](#)
- > [Where's my Refund?](#)
- > [Upload Earned Income Tax Credit \(EITC\) Documents](#)
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